

King County District Court

District Court Clerk

JOB DESCRIPTION & ANNOUNCEMENT

SALARY RANGE 40: From \$37,450.99 to \$47,537.50, DOQ, 40 Hour Work Week

OPEN: February 6, 2007 **CLOSING DATE:** 4:00 p.m. on February 26, 2007

DEFINITION:

This is a technical position which provides clerical support for the operation of the court. King County District Court Clerks work under the direction of the Division Director. Union membership is required within 30 days of employment, unless the employee exercises his or her rights pursuant to RCW 41.56.

APPLICATION PROCESS:

If you are interested in applying to be a King County District Court Clerk, please submit a cover letter, resume, [District Court Job Application Form](#), and three (3) professional references to Stephanie McCutcheon, Program Manager, King County District Court, W-1034, King County Courthouse, 516 Third Avenue, Seattle, WA 98104 or by e-mail to: Stephanie.McCutcheon@metrokc.gov by 4:00 p.m. on February 26, 2007, the closing date. (Postmarks are NOT ACCEPTED.) Applications that do not contain all materials requested will not be processed. Application materials sent via fax will not be accepted.

DISTINGUISHING CHARACTERISTICS OF WORK:

The employee occupying the position of District Court Clerk shall learn all functions within a Division including: criminal, traffic, civil, small claims, domestic violence, name changes, anti-harassment, accounting and data entry. This position may be located in any one of the King County District Court courthouse locations.

This is a public service position that requires effective interaction with the public, both on the telephone and in person. This position requires knowledge of legal terminology, documents and procedures in addition to general clerical competence. District Court Clerks maintain court files, prepare warrants, subpoenas, calendars and enter all cases filed into the computer. District Court Clerks also record courtroom proceedings, and perform other clerical duties as required.

KNOWLEDGE AND ABILITIES:

Possess excellent human relations skills and the ability to maintain poise and composure under pressure, recognizing this is a public service position.

Ability to effectively work in a culturally diverse environment.

Ability to work independently to plan, organize and coordinate assigned tasks to coincide with others in the division and/or department.

Ability to effectively communicate a wide variety of information relating to inquiries from the general public, attorneys, police and other agencies both verbally and in writing.

The Court currently has a need for Court Clerks who are bilingual or fluent in Spanish, Russian, Korean or Vietnamese.

Ability to process criminal, traffic, civil, small claims, petitions for domestic violence, name changes and anti-harassment orders from filing to final disposition.

Knowledge of accounting functions to process payments of court fines and bail. Record and receipt payments according to established court procedures.

Ability to accurately and completely enter, update, retrieve, prepare and process court related documents using the court computer system (DISCIS).

Ability to accurately schedule cases, notify necessary parties and prepare court calendars using approved forms.

Ability to effectively coordinate courtroom proceedings. Record all hearings, maintain court dockets, chart and maintain exhibits and process orders of the court. Maintain equipment, certifications and recordings of all proceedings.

Perform special projects and assignments as developed and required by supervisor(s).

Perform other court duties as assigned.

MINIMUM QUALIFICATIONS:

A High School Diploma/GED and two years clerical experience.

Ability to operate microcomputers such as IBM PC and compatibles or menu drive computer systems, type 40 wpm and operate multi-line telephone.

Successfully pass the pre-employment keyboarding examination.

SUPERVISION AND REPORTING RESPONSIBILITIES:

King County District Court Clerks are hired by the Division Director and work under the direction of the Director and/or the Director's designee. Although the District Court Clerk has an immediate supervisor, the clerk is accountable to all Court Managers and Judges.